



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 80TH AREA SUPPORT GROUP (NSSG)  
Unit 21419  
APO AE 09708

REPLY TO  
ATTENTION OF

AERSH-CE

80th ASG (NSSG) Policy # 063-01  
APR 10 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Annual Request for the Affirmative Action Plan for Hiring, Placement, and Advancement of Individuals with Disabilities

1. References:

- a. Executive Order 13163, dated 26 July 2000
- b. Management Directive 712 (EEO-MD 712)
- c. Management Directive 713 (EEO-MD 713)

2. Section 501(b) of the Rehabilitation Act of 1973, as amended and reference (a), require each agency, department, and instrumentality in the Executive Branch to prepare and submit an annual report on the hiring, placement and advancement of individuals with disabilities. References (b) and (c) govern the preparation of plans and reports. Reference (a) commits Federal agencies to hire 100,000 individuals with disabilities over five-years. Army's fair share of that new hire goal was established at 11,220. FY 2001 was the initial planning year of the five-year period. Army's Plan was designed to use existing hiring authorities, current outreach efforts, and to establish specific goals in on going career programs. In accordance with references (a), (b) and (c), an individual plan is to be developed by Major Commands (MACOMs) and independent reporting activities (IRAs) implementing the MACOM/IRA five-year new hire goals as established and distributed in October 2000 as Appendix B to the Army-wide FY 2001 Plan. Two percent of the five-year goal focuses on recruitment of individuals with targeted disabilities. Targeted disabilities are described on page 3 of EEO-MD-713.

3. MACOM and IRA plans and reports consolidate subordinate activity data and initiatives, as well as address programs and policies implemented in support of subordinate activity efforts. FY 2003 is the third year for reporting five-year new hire goal accomplishments. Specific five-year accomplishments are to be reported as Part I under the Noteworthy Accomplishments Section of the annual plan report. Include and describe any outreach efforts or new initiatives developed to reach the Installation Management Agency – Europe Region (IMA – EURO) five-year new hire goal. Part II under the Noteworthy Accomplishments Section will include an assessment of the total number and types of reasonable accommodation requests and solutions received and processed during FY 2002. A listing of the number of applications received from individuals with disabilities and disabled veterans and the number of disabled applicants considered using special appointment authorities is reported as well as an assessment of facilities accessibility and barriers removal.

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4. Commanders, managers, and supervisors will establish procedures to ensure that employment and advancement of individuals with disabilities meet affirmative action program objectives. Reasonable accommodations will be made to the known physical or mental limitations of individuals with a disability, unless it can be demonstrated that the accommodation would impose an undue hardship on the Department of the Army.
5. If you have any questions or need more information about the program, contact EEO Office at 361-5281.



TIMOTHY J. QUINN  
COL, MI  
Commanding

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Special